

2006/07

GRANT PROGRAM GUIDELINES

FOR

LOCAL HISTORY DIGITAL RESOURCES

PROJECTS

Application Deadline:

April 7, 2006

Funding Source:

Library Services and Technology Act

California State Library

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I. INTRODUCTION

Libraries in California collect a wide range of materials concerning the local history of their communities. Many of these items are historic photographs that illustrate the diverse nature of their citizenry and record many of the tremendous changes that have taken place in their community.

The Local History Digital Resources Project (LHDRP) seeks to address the information needs of the community by providing a "solution in a box" for libraries. This package includes training, image processing services, metadata creation tools, preservation services, customizable Web pages and a small grant award for collection development and other purchases related to the program. Participants will be expected to partner with the University of California's California Digital Library (CDL) (<http://www.cdlib.org/>) for preservation and access services to digital object collections and associated descriptions created through LSTA funding. Attendance at certain training events will be mandatory. Local community involvement in project development and implementation will be expected.

I. STATEMENT OF PURPOSE

To provide enriched access to local history visual materials on the local and state level.

Program Description

Libraries may apply for participation in the LHDRP; up to 15 libraries will be selected from the applicants.

Supported by the infrastructure of the CDL, the LHDRP seeks to encourage CDL participation by California institutions receiving LSTA digital project funding. It aims to support 1) the creation of standardized digital objects with associated collection descriptions, 2) the storage of those resources in the UC Libraries Digital Preservation Repository, and 3) reliable and long term access to those resources through CDL gateways including the Online Archive of California (OAC) (<http://www.oac.cdlib.org/>) and CaliforniaDigitalLibrary.org (<http://californiadigitallibrary.org/>).

The CDL is a means to integrate disparate collections through its gateways and search engines. End users benefit from this by having single statewide access points to digital, preservation-quality, California-based primary resources. Participants benefit by having access to information and training to support digitization projects, an additional access point to their digital objects, persistent access to those digital objects through storage in the CDL digital preservation repository and standardized digital objects that can potentially be repurposed for local needs.

Workshops focusing on digitization projects, digital object standards and creation will be offered between July 2006 and August 2006. Training sessions may be conducted regionally depending upon the geographic distribution of the participating libraries or online as a Webcast/videoconference. Additional information on the specific content as

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well as times and dates will be forthcoming.

For more information about the LHDRP, see the project website at:
<http://www.cdlib.org/inside/projects/oac/lsta/index.html>. See also the model project timeline in Appendix A.

II. ELIGIBILITY

Eligible applicants are California libraries. Libraries that have received a local history digitization grant in the last three years will have lower priority.

III. AWARDS

Each successful applicant will receive:

- Staff training for two persons
- Digitization of 200 items performed by a pre-selected vendor
- Direct access to technical assistance for difficult questions
- Access to a digital asset management tool, for the duration of the grant year
- A grant of \$5,000 for collection processing and other purchases related to the program as well as travel expenses to training locations if needed.

IV. OBLIGATIONS OF SUCCESSFUL APPLICANTS

- A. The applicant agrees to participate in the LHDRP, including completion of all grant reports (quarterly and final), surveys, and other requests for information from the CSL and CDL, and compliance with grant requirements, reporting procedures, and project timelines.
- B. The applicant agrees to participate in mandatory training sessions during 2006, focusing on digitization project management, working with scanning vendors, and metadata creation using the digital asset management tool selected for the project. Training times and dates are forthcoming.
- C. The applicant agrees to involve the community in the development of the service plan, with such involvement encompassing two activities from the following:
 - a. A community meeting
 - b. A pre-project survey and a post-project survey
 - c. A community scan
 - d. The establishment of an advisory group
- D. Applicants will select approximately 200 primary source materials for digitization. A maximum of 200 scans will be done for each library. Items with multiple parts (scrapbooks, booklets) will have each part count as one scan. Upon

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completion of the project images will be available on via the OAC and CaliforniaDigitalLibrary.org. Access will include full metadata as well as an access version of each image meeting resolution specifications for access images as contained in the *CDL Guidelines for Digital Images* (see: <http://www.cdlib.org/inside/diglib/guidelines/bpgimages/>). Applicants will provide a link from their library website to the OAC. Metadata records will also be added to the applicants OCLC set in Worldcat.

- E. Your institution should maintain the property rights to all collections that you propose to digitize.
- F. Collections proposed for digitization should not have any online display, viewing, or access restrictions.
- G. Form/genre criteria: Graphic materials are strongly encouraged; color or black and white materials are allowed. This includes illustrations, artwork, maps, plans, aerials, and reflective (e.g., prints) and transmissive (e.g., negatives, transparencies) photographic materials.

Printed and manuscript text-based materials are not recommended for scanning, as text transcriptions (full-text or otherwise) cannot be easily supported by the digital asset creation tool that will be utilized for the project.

Items must be able to lie completely flat on a scanner; no bound items such as scrapbooks, photo albums, etc. may be submitted unless they are disassembled prior to shipping to the vendor.

Newspaper digitization is not eligible under this program. Digitization of printed genealogical text is also not eligible

Size criteria: Reflective graphic materials must be no greater than 22 x 34" to facilitate scanning processes. Transmissive graphic materials must be no greater than 11x17". Oversize graphic materials such as large maps and prints may not be submitted.

- H. No watermarks will be allowed on the images. Copyright notices may be appended to the bottom of the image.
- I. Applicants agree to utilize a digital asset management tool (for creating and managing digital object collections) and a scanning vendor service that will be provided by the California State Library for the duration of the grant year. Applicants agree to comply with all specifications and guidelines prepared by the CSL and CDL for use of those tools and services. Materials will be shipped to the vendor from your library, no on-site scanning will be possible. Do not include items in your proposed collection that you do not wish to be shipped out of your library.
- J. The library agrees to supply a computer acquisition station for creating metadata meeting the following requirements:

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- a. Windows 2000 Professional or Windows XP operating system
 - b. Intel® Pentium® 4 processor
 - c. Microsoft Internet Explorer 6.0 or later.
 - d. Minimum 256MB RAM
 - e. 100MB of available hard-disk space for installation
 - f. Minimum display resolution of 1024 x 768
 - g. 128KBS or faster connection
- K. The applicant agrees to submit digital assets to the CDL for preservation and access services. The applicant agrees to follow guidelines (for metadata, digital images, and submission of digital assets to the CDL for preservation and access) established by CDL Guidelines for Digital Objects (see: <http://www.cdlib.org/inside/diglib/guidelines/>) and to submit signed copies of the CDL/UC Libraries digital assets agreement and submission inventory (see: <http://www.cdlib.org/inside/diglib/submission.agreement.pdf>). The submission inventory will be requested after grants are awarded.
- L. The applicant agrees to provide staff to fulfill the needs of the grant project, grant funds may not be used for compensation of staff either directly or through substitute arrangements.
- M. The applicant agrees to incorporate local history digital resources into its ongoing service plan, insofar as possible, through such means as training other staff on the creation of digital objects (scanning), establishing local practices for the creation of descriptive metadata, and planning migration from the digital asset management tool (post-grant year) if necessary.
- N. The applicant agrees to give appropriate credit for funding of the project. The text: "This project funded in whole or in part by the Institute of Museum and Library Services, Library Services and Technology Act, administered in California by the State Librarian" shall be used for this purpose.

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V. EVALUATION AND SELECTION

Applicants will be evaluated on the basis of the following criteria:

- The significance of the items proposed for digitization to the local community and users statewide.
- Evidence of existing usage of the items and indications of potential use in electronic form.
- Ability to continue and expand the digital collection after the conclusion of the grant-funded period.
- Quality and completeness of responses to all questions on the application form and associated materials.
- Geographic distribution of grant recipients insofar as possible.
- Priority will be given to libraries that have not received LSTA funding for digitization projects since 1999.

Applications are preferred when copyright statuses for selections have already been ascertained, or are in the process of being determined. In particular, permissions should be secured if digitizing objects under copyright with known copyright holders. For information on conducting copyright assessment and securing permissions to digitize, please see the Infopeople-hosted webcast, "*Digitization Projects: Does Your Library Have the Rights and Permissions It Needs?*" with Mary Minow (see: http://www.infopeople.org/training/webcasts/5-16-02_digitization.html). Please also look for upcoming Infopeople courses focusing on copyright issues.

VI. APPLICATION TIMELINE

Applications must be received no later than 4:00 p.m. on **April 7, 2006**. Awards will be announced on June 1, 2006. The grant period will begin on July 1, 2006 and conclude on June 30, 2007.

VII. APPLICATION PROCEDURES

- A. The LSTA6 – LHDRP application form and, for public libraries, CIPA Certification must be completed and signed. The LHDRP application form is available at: http://www.library.ca.gov/html/lsta_app_06_07.cfm

Provide an original signature – in blue ink -- on the first copy of the application. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or someone else, such as a contracts/grants officer, depending on local rules.

The authorized official of a recipient organization must approve the submission of the proposal, be willing and able to administer extramural funds, and (if a grant is received) must accept responsibility for undertaking and supporting the project. If a grant is awarded, this person will receive the award letter and all subsequent

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official correspondence and warrants. The award packet will include other necessary documents for signature including a nondiscrimination clause addendum and a civil rights certificate.

- B. Public libraries must certify compliance with the provisions of the Children's Internet Protection Act (CIPA). Read the Overview, follow the Public Library Guidelines, and complete Form A. CIPA forms and information are available at: <http://www.library.ca.gov/html/grants.cfm>

As with the application form please sign in blue ink so that originals may be distinguished from copies.

- C. The CDL/UC Libraries digital assets agreement must be completed and signed in duplicate, and submitted to the CDL. The agreement form is available at: <http://www.cdlib.org/inside/diglib/submission.agreement.pdf>

Only the person in your organization designated as having "signature authority" for contracts and legal agreements can sign this agreement. Usually, this is the library director.

Select either license option 3.1 or 3.2 for this project. Do not select multiple options. License option 3.3 is not applicable.

Complete two copies of the agreement with original signatures. The CDL will countersign both originals, and return one to you for your records.

Mail completed agreements directly to the CDL. Do *not* send the agreements to the California State Library:

California Digital Library
Attention: Licensing Department
University of California - Office of the President
415 20th Street, 4th Floor
Oakland, CA 94612-2901

- D. Mail or deliver the grant application and CIPA certification to:

California State Library
Library Development Services
ATTN: Local History Digital Resources Projects
PO Box 942837
Sacramento CA 94237-0001

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Delivery Service (FED EX, UPS, etc.) address:

California State Library
Library Development Services
900 N St. Suite 500
Sacramento CA 95814
Tel: 916-653-5217

- E. Four (4) copies of the application must be received by the California State Library no later than **4:00 p.m. on April 7, 2006**. One copy must be the original, containing the original signature.

VIII. INFORMATION

For further information or assistance, contact:

Ira Bray, Library Programs Consultant
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

Phone: (916) 653-0171
Fax: (916) 653-8443
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Appendix A

2006/07 MODEL TIMELINE FOR LOCAL HISTORY DIGITIZATION PROJECTS

July 2006

Review LHDRP documentation:

- LHDRP website (<<http://www.cdlib.org/inside/projects/oac/lsta/>>) and relevant documentation
 - *CDL Guidelines for Digital Objects* (CDL GDO; <<http://www.cdlib.org/inside/diglib/guidelines/>>) -- the following sections in particular:
 - Metadata requirements
 - Content file requirements (*CDL Best Practice Guidelines for Images*)
 - Submission requirements: contributing digital assets to the CDL
 - CDL/UC libraries digital assets agreement and inventory (<<http://www.cdlib.org/inside/diglib/>>)
- Participate in LHDRP kickoff meeting
- Start initial CSL/CDL-sponsored digitization project training program (digital project management, selection of materials for digitization and copyright issues, metadata and digital image file creation, and digital asset management tool usage)
- Begin to develop service plan, encompassing *two* activities from the following:
 - a community meeting
 - a pre-project survey and a post-project survey
 - a community scan
 - the establishment of an advisory group

August 2006

- Begin selection process; determine access and copyright status of materials to digitize
- Complete initial CSL/CDL-sponsored digitization project training program
- Complete service plan
- Configure digital asset management tool, based on specifications provided by CSL and CDL. Begin creating metadata records for objects.

September 2006

- Complete selection process
- Complete configuration of digital asset management tool
- Prepare and begin outsourcing digitization of materials to vendor.
- Prepare sample metadata export and transmit to CDL; troubleshoot and resolve any issues with samples
- Begin creating metadata records for objects

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Appendix A – Project Timeline (continued)

October 2006

- First quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call

October 2006-January 2007

- Begin conducting quality control review and resend materials to vendor, if necessary

January-March 2007

- Complete outsourcing digitization to vendor
- Begin conducting quality control review of metadata records for objects and revise, if necessary

January 2007

- Second quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call

February-March 2007

- Complete metadata records for objects

April 2007

- Third quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call
- Complete final CSL/CDL-sponsored digitization project training program (collection description creation)
- Complete collection descriptions

April-June 2007

- Prepare complete digital assets submission package per CDL GDO and transmit to CDL

July 2007

- Final narrative report due to CSL
- Project evaluation forms due to CSL/CDL